

DD/R # 638-62

17 OCT 1962

MEMORANDUM FOR: Deputy Director (Research)  
SUBJECT : Agency Board of Review  
REFERENCE : HHB 30-1, paragraph 76.a(1)

1. In accordance with the reference above, you are requested to designate in writing a representative and an alternate of your Office to sit with the Board whenever personnel under your jurisdiction are involved in shortages or losses of official funds.

2. A shortage of \$94.98 concerning OSA/[REDACTED], reported by 25X1A2d1 OSA/DDR, will be the first case for your representative to consider. The Board will probably request your representative to discuss in detail the circumstances concerning the project shortage.

3. The Secretary of the Board is [REDACTED]. He is available to help you or your representative with questions on Board cases or procedures. He may be reached on extension 5139, Room 6E-69 Headquarters, Office of the Comptroller. 25X1A9a

[REDACTED]  
Chairman, Board of Review 25X1A9a